

TRAVEL ORDER				TDY		ZOD		OFFICE TRAVEL ORDER NO.			
				PCS				10-111/66 XG			
				INVITATIONAL							
NAME				John Doe				SERVICE TRAVEL ORDER NO.			
OFFICIAL STATION				OFFICE PHONE				GRADE			
Washington, D. C.				1111				GS-13			
YOU ARE AUTHORIZED TO TRAVEL AND INCUR NECESSARY EXPENSES IN ACCORDANCE WITH REGULATIONS. THIS TRAVEL OR CHANGE OF OFFICIAL STATION, IF SO DESIGNATED, IS MADE FOR OFFICIAL PURPOSES AND NOT FOR YOUR PERSONAL CONVENIENCE.											
ITINERARY, MODE OF TRAVEL AND PURPOSE											
Travel from Washington, D. C. to [REDACTED] California and return to Washington, D. C. via plane and/or train.											
Purpose: To inspect [REDACTED] 25X1A6d 25X1											
TRAVEL DURATION			AUTOMOBILE ALLOWANCE								
BEGIN 03/11/66		END 03/23/66		CENTS PER MILE, NOT TO EXCEED COST BY COMMON CARRIER							
PER DIEM ALLOWANCE				CENTS PER MILE, AS MORE ADVANTAGEOUS TO THE GOVERNMENT BECAUSE OF:							
DOMESTIC \$ 16.00				LACK OF OTHER TRANSPORTATION							
FOREIGN				AVAILABLE TRANSPORTATION IS UNSUITABLE DUE TO TIME, COST OR SECURITY FACTORS							
MAXIMUM				OTHER (specify)							
OTHER (see below)											
ALLOWANCES AND SPECIAL PROVISIONS WITH REASONS											
Traveler will not be paid per diem for 11 March 1966. Travel to be by less than first class accommodations unless by train. Travelling [REDACTED] Authorized, for security reasons, to purchase own tickets. 25X1A6a											
DEPENDENT TRAVEL AUTHORIZED			PROCURE TRANSPORTATION BY			ESTIMATED COST OF TRAVEL					
NAME			DATE OF BIRTH			RELATIONSHIP			TRANSPORTATION REQUEST		
									CASH OR OTHER		
									DISPOSITION OF EFFECTS AUTHORIZATION		
									SHIPMENT		
									NONTEMPORARY STORAGE		
									SHIPMENT POA AUTHORIZED		
									EXCESS BAGGAGE AUTHORIZED		
									ACCOMPANIED		
									UNACCOMPANIED		
									LBS. AND MODE		
									LBS. AND MODE		
									I CERTIFY FUNDS ARE AVAILABLE		
									OBLIGATION REFERENCE NO.		
									CHARGE COST CENTER NO.		
									6278-1050		
ACCOMPANY TRAVELER			ADVANCE OF FUNDS REQUESTED			DATE		SIGNATURE OF B & F OFFICER			
FOLLOW WITHIN 6 MONTHS			YES			ACCOUNTING DUE DATE					
ADVANCE RETURN			NO								
COORDINATION						REQUESTING OFFICIAL					
SIGNATURE		TITLE & COMPONENT		DATE		TYPED NAME AND TITLE		COMPONENT			
		OL/SS				Division Chief		Logistics			
		Central Cover				SIGNATURE		DATE			
						AUTHORIZING OFFICIAL					
						TYPED NAME AND TITLE		COMPONENT			
						Executive Officer		Logistics			
						SIGNATURE		DATE			

REQUEST FOR ADVANCE OF FUNDS	NAME OF PAYEE John Doe	DATE 10 March 1966	AMOUNT \$550.00	DATE - VOUCHER NO. 2-12
	PAYABLE TO (completed only if there is time for routine handling)	ROOM 	BUILDING 	TELEPHONE EXT.
PURPOSE Travel order #LO 111/66 XG (to be supplied by OL/B&F) Period 11 March thru 23 March 1966				
STATUS OF OUTSTANDING ADVANCES		<i>I agree that I will fully account for this advance by submission of vouchers and refund of any unexpended balance to the place of accounting stated and by the due date checked below. In the event of my failure to so account and refund any unexpended balance, I authorize deduction from my salary to effect settlement.</i>		
DATE	AMOUNT	UNACCOUNTED BALANCE	DUE DATE	<input type="checkbox"/> Y <input type="checkbox"/> N
			ON ARRIVAL AT DESTINATION ON OR ABOUT	<i>I authorize my agent, whose signature appears below, to receive currency amounting to _____ of official funds on my behalf and acknowledge receipt of such funds and my responsibility therefor, when paid to my agent.</i>
			MONTHLY - ON THE LAST WORKDAY OF EACH MONTH	
			PLACE OF ACCOUNTING	DATE (signed in advance if other individual is to pick up advance)
				SIGNATURE OF ADVANCEE
				DATE (signed in advance by agent)
				SIGNATURE OF AGENT
REQUESTING OFFICER		APPROVED		RECEIPT FOR FUNDS ADVANCED
DATE 10 Mar 1966	SIGNATURE John Doe	DATE	SIGNATURE OF APPROVING OFFICER Executive Officer/OL	<i>I acknowledge receipt of funds in the amount stated hereunder to be used for the purpose stated and accounted for as shown above.</i>
I CERTIFY FUNDS ARE AVAILABLE		CERTIFIED FOR PAYMENT OR CREDIT		DATE (1)
OBLIGATION REF. NO.	CHARGE FAN ACCOUNT NO.	AUTHORIZED CERTIFYING OFFICER		AMOUNT (2)
DATE	SIGNATURE OF AUTHORIZING OFFICER			SIGNATURE OF <input type="checkbox"/> ADVANCEE <input type="checkbox"/> AGENT (3) (1, 2 & 3 completed at time money is received)
SPACE BELOW FOR EXCLUSIVE USE OF OFFICE OF FINANCE				
DESCRIPTION - ALL OTHER ACCOUNTS 13-33		34-39 STATION CODE	40-41 F X C O P O F N L D	42-47 OBLIG. REF. NO. ADVANCE ACCT. NO. EMP. NO.
DESCRIPTION - ADVANCE ACCOUNTS 13-27		34-39 STATION CODE REC. RPT. NO. PROJECT NO.	40-41 F X C O P O F N L D	42-47 OBLIG. REF. NO. ADVANCE ACCT. NO. EMP. NO.
				48-49 ORL RPT. SUP. NO.
				50 L F S I D O F
				51-54 GENERAL LEDGER ACCT. NO.
				55-66 COST - FAN ACCOUNT SYMBOL
				67-70 OBJECT CLASS
				71-80 AMOUNT
				61-66 CK. NO. X REF. NO.
				68-70 DUE DATE
				DEBIT
				CREDIT
DATE	PREPARED BY	DATE	REVIEWED BY	TOTALS

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TRAVEL VOUCHER

SUBMIT AN ORIGINAL AND ONE COPY. USE THIS FORM IN LIEU OF TRAVEL VOUCHER STANDARD FORM 1012.

John Doe #0000C

PAYMENT AND/OR BANKING INSTRUCTIONS

TRAVEL ORDER NUMBER OR AUTHORITY FOR TRAVEL

OFFICIAL DUTY STATION OR OFFICE

TELEPHONE EXT.

0000 Ames

1111

CASH

DEPOSIT

U.S. TREAS-CHECK

BANK CASHIER CHECK

LO 111/66 XG

SUMMARY OF EXPENSES CLAIMED

I CERTIFY FUNDS ARE AVAILABLE

FROM 11 Mar 66

TO 23 Mar 66

OBLIG. REF. NO. CHARGE FAN ACCOUNT NO.

PER DIEM

168.00

TRANSPORTATION

340.77

OTHER

6.20

TOTAL

514.97

LESS ADVANCES & TICKETS FURNISHED

550.00

BALANCE DUE TRAVELER

ISS ADVANCED TO BE REFUNDED

35.03

(Attach copy of refund receipt)

CERTIFICATIONS AND APPROVAL

I certify that this voucher and any attachments are correct, the expenses were incurred on official business, and that payment or credit has not been received.

DATE

SIGNATURE OF PAYEE

John Doe

APPROVAL

☐ REQUIRED

☐ NOT REQUIRED

SIGNATURE OF AUDITOR

APPROVED

DATE

SIGNATURE OF APPROVING OFFICER

Executive Officer, OL

CERTIFIED FOR PAYMENT OR CREDIT

DATE

SIGNATURE OF CERTIFYING OFFICER

DATE

AUTHORIZED SIGNATURE

I authorize my agent, whose signature appears below, to receive currency amounting to _____ of official funds on my behalf and acknowledge receipt of such funds and my responsibility therefor, when paid to my agent.

DATE

SIGNATURE OF PAYEE

DATE

SIGNATURE OF AGENT

RECEIPT

RECEIVED

IN CURRENCY

DATE

SIGNATURE OF ☐ PAYEE ☐ AGENT

THIS SPACE FOR OFFICE OF FINANCE USE

TOTAL CLAIMED

LESS ADJUSTMENTS:

NET APPROVED

CREDIT TO ADVANCE ACCOUNT

NET TO PAYEE

TRAVELER NOTIFIED THIS BALANCE DUE

SPACE BELOW FOR EXCLUSIVE USE OF OFFICE OF FINANCE

DESCRIPTION - ALL OTHER ACCOUNTS 13-33

34-39

40-41

42-47

48-49

50

51-54

55-66

67-70

71-80

81-90

91-99

100-109

110-119

120-129

130-139

140-149

150-159

160-169

170-179

180-189

190-199

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~~SECRET~~
(when filled in)

FUNDS		TRANSPORTATION TICKETS ADVANCED TO		TRAVELER	
DATE 15	SOURCE	AMOUNT OF FOREIGN CURRENCY	RATE OF EXCHANGE	AMOUNT	
TOTAL					

TRANSPORTATION AND EXCHANGE ORDERS BOTH USED AND NOT USED (Attach receipts, stubs and unused items)

TRANSPORTATION REQUESTS			NAME OF CARRIER (Initials)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS	POINTS OF TRAVEL		COST*
NUMBER	AGENTS VALUATION OF TICKET	DATE ISSUED			FROM	TO	
*Do not include value of Transportation Requests used in this column.							TOTAL

QUARTERS OR MEALS FURNISHED WITHOUT COST AND LEAVE TAKEN

Specify below any quarters or meals furnished without cost during period covered by this travel voucher and make appropriate deduction from schedule of expenses. Record any leave taken. If none, so indicate.

QUARTERS - DATE(S)	
MEALS - DATE(S) AND NUMBER	
LEAVE - TYPE - DATE(S) - TIME	

SCHEDULE OF EXPENSES AND ITINERARY OF TRAVELER

DATE 19 66	DESCRIPTION OF EXPENDITURE AND DETAIL OF ITINERARY (Furnish complete itinerary, showing departure and arrival times, per diem claimed, and other expenses, in chronological sequence.)	AMOUNT CLAIMED	
		PER DIEM	OTHER
11 Mar	POV from home (McLean, Va.) to National Airport 22 miles round trip @ 10¢ per mile		2.20
	Lv. Washington, D. C. 0730		
25X1A6a 12 Mar	[REDACTED]		
	3/4 day per diem @ \$16.00 per day	12.00	
	Taxi from airport to hotel		.60
Mar. 13-18	6 days per diem @ \$16 per day	96.00	
25X1A6a 19 Mar	Lv. [REDACTED]		
Mar. 19-21	3 days per diem @ \$16.00 per day	48.00	
25X1A6a 22 Mar	Lv. [REDACTED] 0900 Arr. Dulles Airport 1700		
	3/4 day per diem @ \$16.00 per day	12.00	
	POV from Dulles Airport to home 34 miles round trip @ 10¢ per mile		3.40
CHECK ONE: <input type="checkbox"/> TOTALS <input checked="" type="checkbox"/> CARRIED FORWARD		168.00	6.20

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~~SECRET~~

